

WESTERN CONNECTICUT STATE UNIVERSITY

EMPLOYMENT OPPORTUNITY

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Secretary 1 (Part-time - 20 Hour Work Week) **OPEN TO:** State Employees
DEPARTMENT: Health Promotion & Exercises Sciences **DATE POSITION AVAILABLE:** ASAP
HOURLY RATE: \$18.71 - \$24.55 **WORK HOURS:** Monday – Thursday
9:00 a.m. – 2:00 p.m.
DATE POSTED: October 18, 2011 **CLOSING DATE:** November 4, 2011
JOB POSTING #: 056228 **LOCATION:** Danbury, Connecticut

The person selected for this position will have frequent contact with students and the general public therefore, excellent interpersonal and customer service skills are required. Responsible for a full range of secretarial duties to include, but not limited to: typing, editing, proofreading, filing, maintaining data and running reports in the Banner database as well as other files; composing correspondence; report writing; receptionist duties; answering/screening and directing incoming telephone calls; creating and maintaining student databases and mailing lists. Will also be responsible for managing and supervising student employees as well as the department's athletic equipment. Proficiency in Microsoft Word and Excel is required. Experience with Banner is preferred. This position provides general secretarial support to the Health Promotion & Exercises Sciences department chair(s) and department staff.

ELIGIBILITY REQUIREMENTS:

Candidates must be on the current **Secretary 1** certification list promulgated by the Department of Administrative Services. State employees currently classified as **Secretary 1** and having permanent status in the job class or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on SEBAC/Re-employment lists are given first consideration.

MINIMUM QUALIFICATIONS REQUIRED:

Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policies and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

GENERAL EXPERIENCE: Two (2) years' experience above the routine clerk level in office support or secretarial work.

SUBSTITUTION ALLOWED: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION INSTRUCTIONS:

Prospective candidates should submit a cover letter, resume and the names, titles and phone numbers of three current professional references to:

Ms. Peggy Boyle, Associate in Human Resources WCSU
181 White Street, Danbury, CT 06810
or electronically to: hrpositions@wcsu.edu.
Applications must be received no later than November 4, 2011.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.